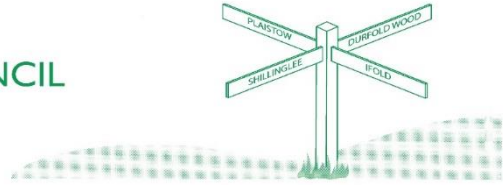


# PLAISTOW AND IFOLD PARISH COUNCIL



**MINUTES** of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 23rd June 2021** at **19:30**, Winterton Hall, Plaistow.

**Please note:** - These minutes are to be read in conjunction with the [Clerk's Report](#), published on the Parish Council's website in advance of the meeting.

**Present** Cllr. Paul Jordan (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Jerusha Glavin; Cllr. Nick Whitehouse; Cllr. Doug Brown; Cllr. David Griffiths and Catherine Nutting (Clerk & RFO).

Chichester District [Cllr. Gareth Evans](#) and West Sussex County [Councillor Janet Duncton](#)\* were in attendance.

\*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward.

Three (3) Members of the Public were present via Zoom, including Cllr. Ribbens and the Chair of the Plaistow Village Trust (PVT).

**C/21/099** **Apologies for absence & housekeeping**

Apologies were received and accepted from Cllr. Nicholas Taylor; Cllr. Phil Colmer; Cllr. John Bushell and Cllr. David Ribbens.

The meeting was recorded for internal minute taking purposes only and is not available to the public.

**C/21/100** **Disclosure of interests**

Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

**C/21/101** **Minutes**

It was **RESOLVED** to **APPROVE** the minutes of the Annual Parish Council Meeting held on 5th May 2021, which will be **SIGNED** by the

Actions:  
Clerk & Chair

Chair, via Secured Signing, as a true record and published on the

Parish Council's [website](#).

The motion was proposed by Cllr. Whitehouse and seconded by Cllr. Glavin.

The Clerk will continue to circulate Minutes, Order for Payments and other official documentation via Secured Signing. This promotes a paperless office and officially executed documents can more easily be published on the website.

**C/21/102**

**Public participation**

To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's Policy. Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 23rd June 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received in advance of the meeting or requested at this item on the agenda.

**C/21/103**

**To receive reports from County and District Councillors.**

District Cllr. Evans' report is appended to these [minutes at A](#).

County and District Councillor Janet Duncton's report is appended to these [minutes at B](#). Both reports were available on the Parish Council's website in advance of the meeting.

Cllr. Duncton confirmed that she would make enquires with WSCC Highways department regarding their timescales to address the poor state of Dungate Road. WSCC Highways marked the potholes for repair on 11th May. The repairs are supposed to be completed within 28 days.

Cllr. Duncton left the meeting at 19:40.

**Co-option procedure to fill a casual vacancy.**

**C/21/104 To receive written application(s) for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.**

One (1) written application was received before the deadline of 4pm, 30th April 2021. The candidate, Mrs Angela Jeffery, was invited to attend the Co-Option meeting and her application form was

circulated to Members on 8th June 2021, at least three (3) clear days before the Co-Option meeting.

It was **RESOLVED** to **ACCEPT** Mrs Jeffery's application form for the position of Parish Councillor.

**C/21/105 Resolve to adjourn the meeting to allow candidate(s) to present themselves to Members and answer questions (*the meeting will reconvene at C/21/106 below*)**

It was **RESOLVED** to **ADJOURN** the meeting. Mrs Jeffery gave a short presentation to Members and answered questions in relation to her application.

**C/21/106 Exclusion of the Press and Public – To consider whether to exclude the Press and Public from the meeting during the consideration of item 7 below in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.**

The meeting reconvened and it was **RESOLVED TO EXCLUDE** the Press and Public from the meeting in relation to C/21/107.

The motion was proposed by Cllr. Jordan and seconded by Cllr. Glavin.

**C/21/107 Deliberation of candidate(s)**

Members considered Mrs Jeffery's application against the Person Specification and her personal statement and answer to questions given at C/21/105.

**C/21/108 Voting by way of signed ballot and results**

*(If elected, a new Councillor will sign their Declaration of Acceptance of Office and take their seat immediately)*

The Parish Council's [Co-Option policy](#), which was provided to Mrs Jeffery upon her initial enquiry of the vacancy, provides for voting by way of signed ballot. Members **VOTED UNANIMOUSLY IN**

**FAVOUR** of Co-Opting Mrs Jeffery. The results of the vote are appended to these minutes at C.

The Chair declared Cllr. Angela Jeffery duly elected. Cllr. Jeffery signed her [Acceptance of Office](#) (Appendix D) before officially joining the meeting. Cllr. Jeffery has 28 days from election in which to submit her Declaration of Interests form.

**C/21/109**

## **Financial Matters**

### **a. Order for Payments**

The Order for Payment was published on the Parish Council's website and circulated to Members via email in advance of the meeting. It is appended to these [Minutes at E](#). The Order for Payments includes income and expenditure for May and June (up to 15.06.2021) since the last Council meeting.

It was **RESOLVED** to **NOTE** the Order for Payments including the annual VAT reclaim amount of £4,278.84 between April 2020 and March 2021. It was **RESOLVED** to **APPROVE** the expenditure listed. The motion was proposed by Cllr. Whitehouse and seconded by Cllr. Capsey.

The Order for Payments will be signed by the Chair, Clerk and Cllr. Brown via Secure Signing.

### **b. Internal Audit Report**

It was **RESOLVED** to **NOTE** the final report from the Internal Auditor, appended to these [Minutes at F](#). The report is published on the Parish Council's [website](#).

It was **RESOLVED** to **DEFER** the annual review of the effectiveness of the Council's system of internal financial controls. The Clerk is preparing an over-view document, which draws together the various processes, recommendations, and best practice. The document will be presented to the Financial Steering Group (FSG) for consideration at its next meeting (First Quarter review meeting) in July and be presented to the full Council, along with the FSG's recommendations, in due course.

### **c. Annual Governance and Accounting Statement 2020/21**

The Parish Council **RESOLVED**:

1. To agree the Annual Governance Statement 2020/21. (Section 1 of the Annual Governance and Accountability Return (AGAR)).
2. To agree that the Annual Governance Statement 2020/21

Actions:  
Clerk, Chair &  
Cllr. Brown

be signed by the Chairman and Clerk.

Motions 1 and 2 were proposed by Cllr. Glavin and seconded by Cllr. Whitehouse. Section 1 of the AGAR was duly signed by Cllr. Jordan, Chair and Miss Nutting, Clerk during the meeting.

3. To agree the Accounting Statement 2020/21 (Section 2 of the AGAR).
4. To agree that the Accounting Statements 2020/21 be signed

by the Chairman.

Motions 3 and 4 were proposed by Cllr. Whitehouse and seconded by Cllr. Griffiths. Section 2 of the AGAR was duly signed by Cllr. Jordan, Chair. The Responsible Financial Officer, Miss Nutting, had duly signed the Accounting Statements in advance to certify that they had been prepared in accordance with guidance and proper practices and presented fairly the financial position of Plaistow and Ifold Parish Council.

5. To note additional information to be submitted to the external auditor in support of the AGAR ([Appendix G](#)).
6. To adopt the dates for the period of exercise of public rights from 25th June 2021 to 5th August 2021 inclusive.

Motions 5 and 6 were proposed by Cllr. Whitehouse and seconded by Cllr. Griffiths.

In accordance with the Accounts and Audit Regulations 2015 and before 1st July the Parish Council has published the following on its [website](#):

\*Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.

\*Section 1 - Annual Governance Statement 2020/21, approved and signed.

\*Section 2 - Accounting Statements 2020/21, approved and signed.

#### **d. Cyber Insurance & emails**

It was **RESOLVED** to **UNDERTAKE** an email / IT **AUDIT** in accordance with the [guidance](#) of the Information Commissioner's Office and **DEFER** this matter to another meeting.

It was **RESOLVED** that Mr Pearce and Mrs Burrell, in their capacity as Co-Opted Members of the Parish Council, should be **ALLOCATED DESIGNATED** Parish Council **EMAIL ADDRESSES**.

C/21/110

**Highway Matters**

- 1. Matters to be reported by Members.**
- 2. Dungate Road potholes.**

County Councillor Janet Duncton will make enquiries with WSCC Highways department regarding the pothole repairs along Dungate Road, as per C/21/103 above. Cllr. Capsey will make any necessary referral reports regarding Shillinglee Road; although Members recognise that the affected stretch may be outside of the Plaistow and Ifold Parish area. Members commented on the poor state of repair to the edges of many of the local carriage ways. Specific areas of concern will be notified to Cllr. Capsey for reporting.

Actions:  
Cllr. Capsey

C/21/111

**Public Consultation (concluded 21st June)**

The consultation attracted 135 respondents; the Parish Council is pleased with this level of community engagement. The Parish Council extends its thanks to Cllr. Bushell and his team at Sports Marketing Surveys for administrating the survey.

It was **RESOLVED** to **CONVENE** a **NEWSLETTER STEERING GROUP MEETING** to review the results and prepare a report to the full Council regarding the headlines. The results will be published on the Parish Council's website in due course.

Actions:  
Clerk,  
Newsletter  
Steering Group

C/21/112

**2021/22 New Homes Bonus (NHB) project**

*Please read this item in conjunction with the [Clerk's Report](#), pages 6-9.*

Given the time constraints to submit the NHB application by 31st July, the Parish Council **RESOLVED** to **APPLY** for **NHB** grant funding to **CONTINUE** the **SAFER BUS STOP PROJECT** of installing a shelter in Plaistow and an improved shelter and entrance rejuvenation at The Drive, Ifold. This was the Parish Council's successful [NHB application last year](#). The Parish Council has three years to spend the grant and can apply for NHB funds in relation to the same project over multiple years.

The pandemic has significantly interfered with the delivery timetable; however, it is hoped that work can begin on this project later this year. The Parish Council pledged to commit some funding to the project to cover the shortfall between 2019/20's NHB grant amount and the total cost of shelter material. The additional grant funding from the 2021/22 NHB scheme could see this project delivered with potentially no cost to the Parish Council. This would allow the Council to divert some, or all the £4,000 ringfenced budget for the rejuvenation project to other projects.

Actions:  
Clerk

The Parish Council **NOTED** the advice received from WSCC Highways department regarding extending the layby along Common House Lane. The layby is unlikely to meet required design specifications to achieve a designated parking area that would comply with the current design standards and therefore be granted planning permission. This is partly due to embankment and established trees. Additionally, any intervention could be prone to root heave which could cause problems for future maintenance.

**C/21/113**

**Lady Hope Playpark**

The Parish Council **RESOLVED** to **NOTE** the 2021 RoSPA Safety

Actions:  
Clerk

Inspection Report ([Appendix H](#)) which is also available on the Parish Council's [website](#).

It was **RESOLVED** to **ESTABLISH** a **WORKING PARTY** to make good any necessary remedial works in advance of the Playpark being closed to the public for a full refurbishment.

The Parish Council **NOTED** that the loan application has been with the Secretary of State for Housing, Communities and Local Government since 18th February. Due to work pressures caused by the pandemic, the Department is not progressing applications promptly. The Parish Council's application is being supported by West Sussex Association of Local Councils (WSALC).

**C/21/114**

**Pavilion Bench**

The Parish Council **NOTED** the poor condition of the public bench outside of the Pavilion on Plaistow Village Green.

It was **RESOLVED** to:

- **SITUATE** the **VE DAY 75 BENCH OUTSIDE** of the **PAVILION**; instead of on the lower green next to the Silent Solider as per the original idea as outlined at C/20/164, 11th November 2020.
- **INSTRUCT SOMEONE LOCAL** to **INSTALL** the bench.

Actions:  
Clerk

**C/21/115**

**Annual Assembly**

The Parish Council **RESOLVED** to provisionally **SCHEDULE** the **ANNUAL ASSEMBLY** for **OCTOBER 2021**; subject to Government guidelines regarding Covid-19. The Newsletter Steering Group, who have assisted with the Consultation, will organise the event.

Actions:  
Clerk  
Newsletter  
Steering Group

C/21/116

**Decisions made by delegated power since 28th April 2021 for ratification.**

The Parish Council **RESOLVED** to **RATIFY** the following decisions which were made under the Council's [Scheme of Delegation](#) between the period of 5th May and 23rd June: -

1. To instruct Andrew Gale to undertake a tree survey at the Winterton Hall, including the Pre-School Garden due to reported concerns to the WHMC, Parish Council and Pre-School regarding Ash Die Back at the site.
2. To renew the Parish Council's Insurance with Came & Company

C/21/117

**Lagoon 3**

The Parish Council **NOTED** the following update: -

- a. The Public Right of Way (PRoW) around Lagoon 3 (L3) will remain closed. WSCC's PRoW response was published on the Parish Council's [website](#) on 2nd June. The closure is for safety reasons and to avoid a yo-yo 'open/close' effect when remediation works begin on the lagoon.
- b. The sale of L3 has fallen through.
- c. An offence has now been committed by Mr Luttmann-Johnson, as the date by which the remediation works should have been completed has now passed.
- d. CDC will begin to draft the legal paperwork to be lodged at the Courts (via their legal team).
- e. Mr Luttmann-Johnson has intimated that he will test L3's content.
- f. CDC recognises the "considerable uncertainty" regarding L3 in the short/medium/longer term – prosecution does not compel compliance (fine and/or imprisonment). The legal process must now unfold, and CDC are beholden to Court dates/process timescales.
- g. [Direct Action](#) is a legal option open to CDC i.e., the cost of full remediation is taken up by CDC. However, this would be a very last resort, to be agreed by CDC's full Council and would involve significant costs which would have to be justified within the whole of the Chichester district.
- h. CDC will update its Planning Committee and set out actions and future options and will seek its Planning Committee's views. They will likely report to Cabinet and Full Council, especially if Direct Action is to be considered.
- i. The Environment Agency can permit spreading to land of



the content of L3, subject to testing the material. However, this is a slow process due to spreading within the correct seasons and a limited amount of digestate can be spread on the land at any one time/within a season.

- j. L3's continued presence/risk is a material consideration for CDC in terms of any planning applications regarding adjoining land.
- k. CDC confirmed that there is no lawful mechanism for them as LPA to negotiate with a third-party non owner of L3 to undertake the remediation works in exchange for planning permission.

District Cllr. Evans will make enquires to see how the above timetable is progressing and notify the Parish Council in due course.

**C/21/118**

**Correspondence**

Minutes to be read in conjunction with the [Clerk's Report](#), pages 11-13.

Actions:  
Clerk

The Parish Council **RESOLVED** as follows: -

- a. To allow Badger Fit to use the lower green to host 'Rusty Runners' sessions.
- b. To allow the Kirdford and Plaistow Primary School year 6 leavers' party on the village green from 1pm onwards on Friday 23 July; to include use of the water for an 'ice bucket challenge' and use of the pavilion itself for teas/coffees.
- c. Cllrs Jordan, Capsey, the Clerk and Mrs Burrell to attend the Northern Parishes Meeting

The Parish Council **NOTED** the following: -

- a. The next All Parishes Meeting will be held on Thursday 9 September 2021 at 5.30pm via Zoom.
- b. Email of thanks from Mr Alan Pearson.
- c. WSCC PRoW Team update (see [Appendix I](#))
- d. Kirdford Parish Council's Queen's Platinum Jubilee celebrations on 4th June 2022 – see C/21/119 below.
- e. CDC's Village Design Statement (VDS) update:  
*"...The Conservation and Design team has been under intense pressure over the last 6 months and has an existing schedule of urgent work related to the upcoming Local Plan as well as our development management responsibilities. As such we are currently going through a prioritisation process*

*with Andrew Frost to determine the specific outcomes required up to the end of 2021. Once this is completed we will be in a position to come back to you and advise of when we aim to move the VDS through the process to adoption...”*

- f. Chichester Community Conference: Planning, Environment and Infrastructure. Gillian Keegan MP has brought together an expert panel to answer questions on key local issues around local planning, development, infrastructure and environmental concerns – 25th June, 3pm-5pm via Zoom. The Parish Council to submit the following question: How will the anticipated changes to Government planning policy affect Neighbourhood Plans and Local Plans; particularly in rural areas?
- g. The WHMC AGM will now be held on Wednesday 28th July at 7pm.

**C/21/119**

**Clerk's update**

Actions:

The Parish Council **RESOLVED** as follows: -

Clerk

- a. The Financial Steering Group to become a Committee of the Parish Council. The Clerk to create a Policy document regarding the remit of all other Steering Groups used by the Parish Council.

The Parish Council **NOTED** NALCs recently confirmed legal advice to the effect that Working (Steering) Groups are considered to have the status of committees/sub committees and are subject to the usual statutory requirements for service of Notices etc. There is now a concern as to the definition of working/steering groups and an increasing trend for a more extensive use of these groups by Councils in place of formal meetings which brings into question a Council's commitment to transparency.

- b. To create a **QUEEN PLATINUM JUBILEE STEERING GROUP** to support the planning of the Parish's celebrations. An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone of The Queen's 70 years of service. The Parish Council wishes to complement the efforts of Kirdford Parish Council, rather than compete/offer an alternative event.

The Parish Council **NOTED:** -

- a. The Plaistow Village Trust (PVT) seeks a closer working relationship with the Parish Council, which is wholly supported by Members. The Parish Council has invited a PVT representative to attend all meetings.
- c. The Chichester District Association of Local Councils' Constitution has been amended in line with Cllr. Taylor's suggestions.
- d. The Kelsey Hall event on 10th July has been postponed. The management committee are now looking at the possibility of rescheduling the event for 24th July.
- e. A Newsletter Steering Group meeting will be convened in the coming weeks.

**C/21/120**

**Items for inclusion on a future agenda**

None specifically raised.

Cllr. Brown suggested that he organise and run an inter-parish quiz tournament between teams from within Plaistow and Ifold Parish itself, as well as from Kirdford and possibly other surrounding areas. The initial event would be hosted by Plaistow and Ifold Parish; however the winner of the tournament would host the next event. Members were supportive of the idea. Cllr. Brown will update the Parish Council in due course with arrangements to be publicised.

**C/21/121**

**July Meeting Dates**

**All meetings in July will take place at WINTERTON HALL, PLAISTOW**

7th July, 19:30 – Planning & Open Spaces Committee

14th July, 19:30 – Full Parish Council Meeting

27th July, 19:30 - Planning & Open Spaces Committee

Actions:

Clerk

There being no further business, the Chair closed the meeting at 20:52